

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial _____ Technical _____ Analytical _____

Administrative X Clerical/Support _____ Other _____

Level of Responsibility: GS - 07 Pay Band _____ Wg/WM _____

Duration: 3 Months X 6 Months _____ Other _____

Time frame: 1st quarter _____ 2nd quarter X 3rd quarter _____ 4th quarter _____

Assignment Objective: Enhance and/or develop business management support techniques

Description of Tasks: Assist with Annual Property Inventory to include organizing and validating the data and reports, participating in the performance of the physical inventory, and assisting with updating the information into the database.

Develop and implement a systematic central filing system for the Resource Management Services Branch. This includes conducting a needs assessment, drafting a proposal with recommendations as to the best approach for organizing and maintaining the system. Once a recommendation is approved, this individual will be required to physically re-organize the files to include preparing an index and instructions for maintaining the system.

Assist in the development of a suite of standardized financial statistical reports that includes charts and graphs that meet the needs of the program managers. In determining the Program Managers needs, this individual may be required to be present at meetings conducted RMS Business Office Program Manager or the Budget Analyst. Results from these meetings will be used to develop a proposed standard package that best fits the Center as a whole and can be used by all programs. Once a common package is agreed upon, this individual will be involved in the development of the charts and graphs.

Special Requirements and Selection Criteria:

- targeted for employees working in the local commuting area
- familiar with property inventory
- experience in the use of Excel, PowerPoint, and MSWord

NOAA Line/Staff Office: NOAA National Ocean Service Coastal Services Center

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